



ANIMETHON 2026 EXHIBITOR CONTRACT

August 7th to 9th, 2026

Contract Version: 2026-02-08

Table of Contents

Exhibitor Contract

1. Definitions
2. Exhibitor Portal & Signup
3. Exhibitor License
 - Refunds and Cancellations
 - Methods of Payment
 - Exhibitor Badges
4. Terms and Conditions
 - Security and Crowd Control
 - Exhibitor Hall Policies
 - Limitation of Liability
 - Statutory Compliance
 - General Terms

1. Definitions

1.1 "ASAPA" means the Alberta Society for Asian Popular Arts, its employees, agents, and representatives including, but not limited to, its events such as "Animethon".

1.2 "Animethon" means the volunteers and staff who are charged with the administration and organization of Animethon. Animethon, except where expressly stated, has authority to carry out the responsibilities and duties on behalf of ASAPA.

1.3 "Contract" means the whole agreement between the parties which is this Exhibitor contract.

1.4 "Event" means the event entitled by ASAPA that this contract applies to such as "Animethon".

1.5 "Venue" means the facility or buildings hosting the Event, including but not limited to the Exhibitor Hall and Exhibitor Space.

1.5.1 "Exhibitor Space" means the area that has been assigned an Exhibitor for sale of goods and services.

1.5.2 "Exhibitor Hall" means the area within the Venue that has been designated for Exhibitors.

1.6 "Exhibitor" means, collectively, the individual, group, representatives, or company that applied for space allocated as the Exhibition Hall as set out in this contract and each of the Exhibitor's assistants, officers, directors, employees, helpers, volunteers, staff, and/or representatives as applicable, including but not limited to, Vendors, Artists, Community, and Food Vendors.

1.6.1 "Artist" means, collectively, the Exhibitor whose merchandise, products and brand is primarily products of their making, their design and/or of their creation; and any assistants, helpers, volunteers, or staff of that Artist.

- 1.6.2** "Food Vendor" means, collectively, the Exhibitor whose merchandise is almost exclusively food and food products that can be and/or is intended to be consumed at the Venue.
- 1.6.3** "Vendor" means, collectively, the Exhibitor who is a seller of licensed merchandise and/or who may be the copyright holder of their own designs and creations.
- 1.6.4** "Community" means, collectively, the Exhibitor who is allocated space in the Community section of the Venue by Animethon.
- 1.6.5** "Representative" or "Proxy" means someone considered authorized and capable of speaking for the Exhibitor who has entered this contract, who will occupy the space on their behalf, and sell their products for them when they are not at the Event.
- 1.6.6** "Art studio" means an artist or group of artists, including but not limited to those of professional and/or company types, of a single and/or group entity that may be also termed an artist's: studio, collective, group, representative, marketing representative, agent, cooperative and/or company.
- 1.7** "Blind bags/boxes or Mystery Box/Bag" are defined as merchandise packaged in opaque packaging that you can not inspect before purchase and/or the exact quantified contents are not able to be known before purchase.
- 1.8** "Fan Art" or "Fanart" is defined as art works created by that artist individual that are of known works or aspects of fiction, celebrities, characters, settings, popular arts, manga, anime, popular media, and/or other that is not the copyrighted work of that artist individual.

2. Exhibitor Portal & Signup

Upon submitting an application the Exhibitor enters into this contract with the Event (such as Animethon). An Exhibitor may only have one (1) Exhibitors Portal account at a time per Exhibitor name, contact name, address, email, and/or signature; and all duplicates will be denied or removed unless approved by the Exhibitors Manager. Intentionally making additional accounts in an attempt to change the outcome of Jury and/or Lottery selections may result in denial of application and/or account, or suspension from Exhibitor privileges at all Events presented by ASAPA, up to and including indefinitely.

3. Exhibitor License

- 3.1** Subject to the other terms and conditions of the Contract, ASAPA and/or the Event grants the Exhibitor a non-exclusive licence to use and occupy the Exhibitor's Space at the Venue during the Event. This licence is terminable at will by ASAPA and/or the Event (such as Animethon).
- 3.2** Exhibitor Space at the Event shall be assigned at the absolute discretion of the Event. The Event may change the floor plan or require an Exhibitor to relocate prior to or during the Event. Exhibitors may request specific Space but accommodations may not be possible due to availability and in no way is a requested booth or specific table guaranteed.
- 3.3** Unless otherwise specified, any violations of the terms and conditions of this Contract by the Exhibitor may result in, at the absolute discretion of ASAPA and/or the Event, immediate termination of this licence and expulsion from the Event. In the event of the expulsion of an Exhibitor, the Exhibitor shall be solely responsible for

any outstanding fees or costs, including costs incurred by to enforce the terms and conditions of this Contract, including any legal fees incurred by ASAPA and/or the Event on a solicitor-client, full indemnity basis.

3.4 The Exhibitor agrees to be present at and operating their Exhibitor Space for the hours of public access to the Venue. Tardiness, behaviour, and contract compliance may impact the Exhibitor selection process at future events. Preference given in the review, jury and/or lottery to an Exhibitor stating they will be present for the Event in the **Schedule(s)** that does not attend may result in, at the absolute discretion of the Event, immediate termination of this license and expulsion from the Event.

3.5 Exhibitors will perform any services agreed upon and including the cost of their Exhibitor Space.

3.6 Refunds and Cancellations

3.6.1 The Event requires a written cancellation notice for a refund of payment received **less a 10% refund fee**. Any cancellation after **the date and time set in the Schedule(s)** forfeits all sums submitted to the Event unless agreed upon by the Director of Site. Cancellation of Storage and Parking are not eligible for any refund at any time.

3.6.2 Notwithstanding the other terms and conditions of this Contract, the Event may, at its absolute discretion, approve a refund if there are extraordinary circumstances which are accepted by the Event. Any Exhibitor Space not claimed by the commencement of the Event and/or due to removal and/or cancellation from the event may be resold at the absolute discretion of the Event (such as Animethon).

3.6.3 Exhibitor agrees to release and otherwise hold ASAPA and/or the Event harmless for any foreseen or unforeseen losses, damages, or claims incurred by the Exhibitor as a result of unclaimed or cancelled Exhibitor Space.

3.7 Method of Payment

3.7.1 ASAPA and the Event's preferred method of payment is via online payment as outlined on our digital invoices. A payment link will be sent upon successful exhibitor approval. The instructions on providing payment will be listed at the link provided to the exhibitor.

3.7.2 All prices are in CAD (Canadian dollars), and ASAPA and the Event will only accept Canadian funds. All payments should be addressed to the "Alberta Society for Asian Popular Arts". NSF payments and Charge Backs will be subject to a \$80.00 CAD handling fee. Cash is not accepted.

3.8 Exhibitor Badges

3.8.1 Each Exhibitor shall be issued Exhibitor Badges as summarized in the Schedule(s). Exhibitors must wear their Exhibitor Badges during the complete duration of the Event including setup, closing(s), and tear-down periods. Only individuals with an Exhibitor Badge will be allowed to act in any function as a representative for the Exhibitor or be present in the Exhibitor's Space outside of public hours.

3.8.2 Exhibitor Badges may not be sold, loaned, or otherwise transferred or assigned to any individual who is not an Exhibitor. Exhibitor Badges may be shared among Exhibitor's representatives and/or staff, but no more than one (1) individual may claim the Exhibitor Badge at any given time.

3.8.3 The Exhibitor Badge provides an equivalent access level to an Event and/or Admission Pass. Please note that an Exhibitor Badge does not give automatic access to some paid add-on attractions and autograph lotteries within the Event.

3.8.4 During sign-in, the individual picking up the Exhibitor Badges must present valid government-issued photo identification to pick up Badges and information allocated for their space allocation. The Exhibitor must communicate to the Exhibitors Team who will be picking up or using their Exhibitor Badges if the applicant named on the application will not be attending or available at that time and/or during the Event; which is subject to approval by the Exhibitors Manager or their assigned representative.

4. Terms and Conditions

The Event (such as Animethon) and the Exhibitor, in consideration of the mutual covenants set forth in this Contract and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, agree as follows:

4.1 Security and Crowd Control

The Event may provide a licensed Security Guard service overnight. Nevertheless, the Exhibitor is fully responsible for all Exhibitor property and the Exhibitor must take whatever steps are reasonably necessary for the Exhibitor to protect their property. ASAPA and/or the Event accepts no responsibility or liability whatsoever for any damages, loss, theft, harm, or injury to the Exhibitor's property. All property of the Exhibitor is understood to remain in the Exhibitor's possession, care and control at all times. ASAPA and/or the Event is not a bailee of any property of the Exhibitor whatsoever. Should any theft or damage occur within your Exhibitor Space the Exhibitor is to **report it to the Exhibitor Team with a 'time is of the essence' stance.**

4.2 Exhibitor Space Policies

The Exhibitor agrees to follow and be bound by the Event's General Policies, which may be amended from time to time. These policies shall be made available upon request of the Exhibitor.

4.2.1 License and Regulations

Subject to the other terms and conditions of the Contract, the Event grants the Exhibitor a non-exclusive license to use and occupy a Space(s) in the Exhibitor Hall(s) during the Event. The Exhibitor shall be solely responsible for obtaining any licenses, permits, or approvals required by local, provincial and federal laws (i.e. business licence, GST number, etc.), applicable to their activity at the Event, as well as for paying all taxes, license fees, fines, or any charges incurred with respect to the same. The Exhibitor may be required to provide any of the above information upon request of the Exhibitor Team.

4.2.2 Space

4.2.2.1 The Exhibitor may arrange any displays, chairs, tables, and merchandise in any manner within their Exhibitor Space provided that the Exhibitor does not cause any damage to the equipment or Venue and ensure all applicable fire and safety regulations are maintained. Any displays, chairs, tables, and merchandise must be located only within the Exhibitor Space prior to the opening of the Exhibitor Hall to the public. All displays over 2.5m (8ft) in height may be required to be inspected and approved. Notwithstanding the above, the Event, at its absolute discretion, may require changes to the Exhibitor's displays, chairs, tables, and merchandise.

4.2.2.2 The Exhibitor may not display anything that is deemed by the Event to be offensive or inappropriate without prior approval from the Exhibitors Manager in writing. The Event may require, at any time, for anything to be removed or censored from the Exhibitor Space.

4.2.2.3 The Exhibitor is required to visibly display their Exhibitor Space Numbers at all times during the Event.

4.2.2.4 The Exhibitor agrees to keep their Exhibitor Space clean and agrees not to nail, screw, tape, or otherwise affix anything to the Exhibitor Hall or anything not owned by the Exhibitor in a way that may damage the space. Affixing to the pipe and drape by adhesives (tapes, glues, etc) or puncture methods (pins, hooks, etc) in any way is prohibited. Hanging anything to the pipe and drape, or attaching to anything that is the Venue, is at the discretion and approval of both the Venue's supplier/contractor and/or Exhibitors Manager. **Any and all** costs incurred by ASAPA and/or the Event for clean up or damages to the Venue caused by the Exhibitor will be charged to the Exhibitor.

4.2.2.5 Any Ceiling-hung signage must be approved by the Event. Once approved, the Exhibitor must work with a venue-approved company.

4.2.2.6 No business or individual is permitted to hold more than one type of Exhibitor Space.

4.2.3 Shipping and Deliveries

The Exhibitor is responsible for shipments in and out of The Venue. ASAPA and/or the Event will not accept or otherwise receive delivery of any Exhibitor property being shipped to the Venue or the Event. Any shipping and delivery requirements that the Exhibitor may have are to be arranged solely by the Exhibitor. If any charges, fees, or losses are incurred by ASAPA and/or the Event due to Exhibitor shipments or deliveries, these will be charged to the Exhibitor.

4.2.4 Subletting, Space Sharing, Groups, and Secondaries and Representatives

4.2.4.1 The Exhibitor Space is for use by the Exhibitor only and the Exhibitor may not assign or otherwise transfer its license to the Exhibitor Space unless the Exhibitor receives written approval from the Exhibitors Manager.

4.2.4.2 An Exhibitor may not have a secondary or other Exhibitor sharing their space who has also been allocated space elsewhere in the Exhibitors Hall without prior written approval of the Exhibitors Team.

4.2.4.3 An Exhibitor who intentionally violates this contract or its Schedule(s) in regards to Subletting, Space Sharing, Groups, and Secondaries and Representatives forfeits all payments made to the Event and may result in denial of application and/or account, or suspension from Exhibitor privileges at all Events presented by ASAPA, up to and including indefinitely.

4.2.5 Blind and/or “Mystery” Merchandise Policy

Licensed Blind Boxes and official Gachapon and their contents are allowed.

The Exhibitor may not sell Blind bags/boxes or Mystery Box/Bag; merchandise packaged in unlicensed Blind Boxes and unofficial Gachapon blind bags/boxes; or any package marked, labeled or intended to be a “Mystery Box/Bag” and/or a “Blind Box/Bag” even if contents and/or sample contents are displayed.

4.2.6 Copyright Policy

Traced, stolen, and otherwise reproduced works are strictly prohibited. Any works that contain copyrighted or trademarked intellectual property not belonging or licensed to the Exhibitor or artist are considered copyright or trademark infringement. This includes using brand names, slogans, or logos that belong to a company or corporation, or directly using an image from a print or online source, in any form of fan-made media. Applicants to a Vendors space(s) may not sell fan art prints or have their merchandise be primarily fan art. The Event reserves the right to restrict the sale of any merchandise at any time at will.

4.2.7 Unauthentic or Unauthorized Goods (Bootlegs)

4.2.7.1 The Event (such as Animethon) does not authorize or otherwise permit the sale of any unauthentic, unauthorized, or otherwise unlicensed or unofficial goods and services, including but not limited to costumes, accessories, artwork, and media. The Event may request the Exhibitor to furnish proof acceptable to the Event that the Exhibitor is authorized to provide the services or goods offered for sale by the Exhibitor (i.e. does not have, or is selling unauthentic, unauthorized, or otherwise unlicensed or unofficial goods and services). The Event may terminate the licence of an Exhibitor if the Event reasonably believes that the Exhibitor is offering for sale unauthentic, unauthorized, or otherwise unlicensed or unofficial goods and services.

4.2.7.2 AI-generated images are prohibited from being sold in the Exhibitors Space.

4.2.8 Adult Materials Policy

Adult or sexually explicit material may only be sold to individuals who have confirmed they are at least 18 years of age by showing valid government-issued photo identification. Content that could be deemed offensive or inappropriate must be censored and have acceptable effort made to prevent content or merchandise from being accessible to minors. Any nudity or foul language must be censored appropriately. If there is a dispute of content or acceptable level of censorship, ASAPA and/or the Event will have final determination of what is considered offensive or inappropriate. The Exhibitor must be 18 years of age or older in order to sell restricted content. Adult or sexually explicit materials may not be donated to the Event.

4.2.9 Weapons & Prop Sales Policy

4.2.9.1 The sale of any metal or composite weapons by any Exhibitor is prohibited within the Exhibitor Hall, Event grounds, or other facilities used by Event. The Exhibitor may sell non-training paraphernalia and props within the Venue only at the discretion of the Event. ASAPA and/or the Event may, at its absolute discretion, designate an item as a weapon for the purposes of this Contract.

4.2.9.2 Any weapon-type merchandise as acceptable as defined above must be sold only to patrons over the age of 18 who must show valid government-issued photo ID prior to purchasing (the responsibility of the Exhibitor). All items purchased must be placed in the original packaging and tagged with the Exhibitor's name before given to the buyer. All weapon-type merchandise must be immediately removed from the Event grounds once given to the buyer by the Exhibitor, and it is the responsibility of the Exhibitor to inform the buyer of this.

4.2.9.3 The sale of any props by any Exhibitor must comply with the Event's Prop Policy. The Event may, at its absolute discretion, restrict the sale of any prop.

4.2.10 Sales from Outside Designated Area

Exhibitors are prohibited from selling goods or services outside of the Exhibitor Hall or other areas which may be designated for the same by The Event unless authorized by the Event Committee (such as the Animethon Committee).

4.2.11 Atmosphere and Noise Policy

4.2.11.1 While the Exhibitor may play audio and video devices, Exhibitors may only do so at volumes which do not disrupt other Exhibitors or Event attendees. The Event, at its absolute discretion, may require an Exhibitor to lower the volume of, or otherwise turn off, any Exhibitor audio and video device.

4.2.11.2 Any Exhibitor with the Event, or persons listed as space sharing with an Exhibitor or their staff, may only live stream, VLOG and/or broadcast from their Exhibitors space with permission from the Event. The Exhibitor must display a sign on the Exhibitor's space that indicates and notifies that anyone may be on the live stream, VLOG and/or broadcast.

4.2.12 Currency and Receipts

The Exhibitor must provide receipts for customers upon request. If the Exhibitor has a no refund and/or no exchanges policy, the Exhibitor must prominently display a notice of the same. If the Exhibitor is selling in any currency other than Canadian (CAD) the Exhibitor must prominently display a substantial notice of such.

4.3 Limitation of Liability

4.3.1 The Exhibitor agrees that ASAPA and/or the Event will not be liable under any circumstances for any loss, injury, damage, or other expenses that may arise out of any act or omission by the Exhibitor. Any damages or charges imposed for violations of any applicable laws or regulations by the Exhibitor are the sole responsibility of the Exhibitor. ASAPA and/or the Event makes no guarantees or representations to the number of attendees at

the Event. The Exhibitor assumes full liability for the actions or omissions of its agents, employees, or independent contractors to any attendee.

4.3.2 ASAPA and/or the Event reserves the right to make amendments to the provisions set forth in this Contract upon written notice to the Exhibitor. ASAPA and/or the Event has the full power to make amendments to this Contract without such notice should it become necessary by order, demand, or request of the Venue or any other governing body including, but not limited to the Government of Canada, the Government of Alberta, the City of Edmonton, and/or the jurisdiction the Event is within. Such further rules and regulations shall be considered necessary and proper.

4.4 Statutory Compliance

4.4.1 The Exhibitor shall abide by and observe all federal, provincial, and local laws, codes, ordinances, rules and regulations; all rules and regulations of the Venue; and applicable International Trade and Tariff acts and regulations. The Exhibitor will pay, when due, all taxes, rates, duties, assessments, commissions, and license fees that may be levied, rated, charged or assessed upon the Exhibitor by virtue of Exhibitor's participation at the Event.

4.4.2 The Exhibitor will comply with the Alberta Workers' Compensation Act, R.S.A. 2000, c. W-15 and shall, upon demand by the Event, deliver to the Event a certificate from the Workers' Compensation Board showing that the Exhibitor is registered and in good standing with the Workers' Compensation Board.

4.5 General Terms

4.5.1 Each party shall perform the acts, execute and deliver the writings, and give the assurances necessary to give full effect to this Contract.

4.5.2 This Contract contains the entire agreement of the parties concerning the subject matter of this Contract and no other understandings or agreements, verbal or otherwise, exist between the parties. No provision of this contract shall be deemed to be waived by either party unless such waiver is in writing. Any waiver of any default committed by either of the parties hereto in the observance or performance of this contract shall not extend or be deemed to extend to or affect any other default.

4.5.3 This Contract may only be amended in writing that is acknowledged and agreed upon by both parties except as otherwise contemplated herein.

4.5.4 No party shall assign, sell or otherwise transfer any of its rights or obligations under this Contract without the prior written approval of the other party.

4.5.5 In this Contract, words in the singular include the plural and words in the plural include the singular and any headings and capitalizations, except those specifically defined herein, are included for the purposes of readability only and do not impact the meaning of any part of this Contract.

4.5.6 The rights, remedies and privileges of ASAPA and/or the Event under this Contract are cumulative and any one or more may be exercised. The rights of ASAPA and/or the Event shall not be deemed waived unless specifically stated in writing and signed by an authorized officer of ASAPA and/or the Event.

4.5.7 Time is of the essence in this Contract.

4.5.8 This Contract shall be governed by and construed in accordance with the laws of the province of Alberta and the federal laws of Canada applicable therein without giving effect to the choice of laws provisions thereof and the Parties agree to irrevocably attorn to the jurisdiction of the courts of Alberta and agree that any proceedings taken in respect of this Agreement shall be taken in such courts and in no other.

4.5.9 Should any provision of this Contract be illegal or unenforceable, it shall be considered separate and severable from this Contract, and the remaining provisions shall remain in force and be binding upon the parties hereto as though the said provision had never been included.

4.5.10 The Exhibitor represents that it has the power and authority to enter into this Contract.

4.5.11 The Exhibitor grants the Event permission to display the name of the Exhibitor in online and print publications relating to the Exhibitor Hall and the Event. ASAPA and/or the Event is under no obligation to make use of this permission.

4.5.12 ASAPA and/or the Event does not permit the Exhibitor to use the Event mascots, logos, or other intellectual property unless separate written permission is given to the Exhibitor by ASAPA and/or the Event.

4.5.13 ASAPA and/or the Event reserves the right to use any photo or video that features the Exhibitor and their product taken during the Event for promotional and record purposes.

4.5.14 Contract violations may result in warnings, forfeiture of Exhibitor Space, removal from the Event, up to possible banning from future events based on history and severity of the violation as determined by the Event.

4.5.15 All correspondence sent by email shall be deemed to be received twenty-four (24) hours after being sent.

Schedule A: Event, Venue, Spaces & Details

Animethon 2026

Table of Contents

Exhibitor Contract Schedule A

1. About Animethon Exhibitor Space & Contract
2. Exhibitor Hall Layout
3. Space Options and Additional Pricing
4. Power, Internet, Wi-Fi, Rentals
5. Signup Instructions & Process of Selection
6. Hours of Operation
7. Load In and Load Out/Parking
8. Terms and Conditions

Summary of Important Dates

All Dates are at 7:00pm Mountain Time

Initial Sign-up Closes:	March 20, 2026 (5.2)
Applications Status Notify:	April 24, 2026 (5.3)
Regular Artist Alley 100% Pay:	May 22, 2026 (5.5.1.1)
Premium Artists 50% Deposit:	May 22, 2026 (5.5.1.2)
Vendors 50% Deposit:	May 22, 2026 (5.5.1.2)
Final Payment Due:	June 19, 2026 (5.5.1.3)
Placement Request Cut Off:	June 26, 2026 (5.2)
No Refunds After:	July 15, 2026 (5.5.2)

1. About Animethon Exhibitor Space & Contact

Animethon presented by the Alberta Society for Asian Popular Arts, ASAPA, uses the Exhibitor Halls (Halls A, B, and C of the Edmonton Convention Centre) that includes over 70,000 square feet of space for industry, vendors, artists, gaming, food, and guest autographs: catering to a lively, broad-spectrum demographic.

If you have any questions or need to reach out, please do not hesitate:

Exhibitor Hall Manager	exhibitors@animethon.org
Exhibitor Hall Policy Coordinator	policy@animethon.org
Vendor Coordinator	vendors@animethon.org
Artist Alley Coordinator	artistalley@animethon.org
Food Coordinator	foodvendors@animethon.org
Dock & Parking Coordinators	dockmaster@animethon.org

2. Exhibitor Hall Layout

The map of the exhibitor hall will be released as an addendum to this Schedule at a later date.

3. Space Options and Additional Pricing

***** ALL PRICES DO NOT INCLUDE GST.**

The following space types are available:

SPACE	DESCRIPTION	Cost
* Artist Alley Standard Table	6.75ft x 5.5ft with (1) 6' table, (2) chairs, and (2) Exhibitor Badges	\$ 355 ***
◆ Artist Alley Premium	10ft x 8ft with (2) 6' table, (2) chairs, and Exhibitor Badges **	\$ 795 ***
◆ Artist Alley Premium Corner	10ft x 8ft with (2) 6' tables, (2) chairs, and Exhibitor Badges **	\$ 995 ***
# Vendor Standard	10ft x 10ft with (1) 8' table, (2) chairs, and Exhibitor Badges **	\$ 855 ***
# Vendor Standard Corner	10ft x 10ft with (2) 8' tables, (2) chairs, and Exhibitor Badges **	\$1055 ***
Food Vendor	20ft x 8ft with (3) 8' steel tables, (4) chairs and Exhibitor Badges **	\$ 855 ***
Storage	Per Pallet Space: 125cm wide x 102cm deep x 168cm max-height	\$ 60 ***
Parking	Detailed when available	TBD ***
* Additional Badge	Priced to match 3 Day Event passes value before the Event OR ordered at the Event ***	

◆ Includes 8' high pipe and drape back and 3' side walls. # Includes 8' high pipe and drape back and sides.

* Extra Badges are NOT available for Artists Alley Standard spaces. ** Two Badges are provided automatically with the TOTAL allocation of space. Free badges at a maximum of eight (8) for Vendors, six (6) Premium Artists is at the discretion of the Exhibitors Team. Additional Badges are at cost as above.

***** All fees and taxes apply. Please note, the final dimensions and layout are subject to change.**

4. Power, Internet, Wi-Fi, and Rentals

4.1 All additional Space options (e.g., rental of extra chairs/tables, power, internet) is handled by the Venue's official contractors as listed below. Contact information can be found on the Exhibitors Portal:

GES Show Services provide rental of all extra tables, chairs, and other options.

Showtech Power & Lighting will provide options for power and lighting.

Encore Canada provides options for dedicated internet services to spaces. Although basic free Wi-Fi exists at the Venue, there are no guarantees it will work in the Exhibitor Hall.

Please note: GES Show Rentals and Showtech Power & Lighting options are not applicable for any Regular Artist Alley Space.

4.2 All orders and payments are to go through the official contractors directly.

5. Signup Instructions & Process of Selection

5.1 An Exhibitor may only apply as one type, Vendor or Artist, and may not be both. An Art Studio may only apply for the art creating individual whose works are submitted in the Jury process, and may only apply for one single allocation at the Event. Artist Alley will **only** be accepting self serve applications during the signup period.

5.2 Initial Exhibitor signup will close on **March 20th, 2026 at 1900hrs (7pm) Mountain Time**. All applications received during this period will be considered to have been received at the same time. Applications received after this period will be reviewed as they are received. If you have accessibility concerns and need to request placement, please reach out to the Exhibitor Team as soon as possible: requests will only be accepted up to **June 26th, 2026 at 1900hrs (7pm) Mountain Time**.

5.3 Exhibitor Space will only be held once an application is approved. Exhibitor application status will be communicated by **April 24th, 2026 by end of day, or within three weeks of application if received after the initial signup period**.

5.4 Space Allocation Award:

5.4.1 Vendors, Food Vendors, and Artist Alley Premium are selected by a graded Jury Selection. Artist Alley Standard tables are selected by a Reviewed Application Lottery. Any Premium Artist not chosen by the Jury Selection may be entered into the Artist Alley Lottery if they also applied for that space. Review and Jury will give preference if the Artist owning the design rights to the work will be present for the Event for patron interaction.

5.5 Payment, and Refund and Cancellations

5.5.1 Payment

5.5.1.1 Artist Alley Standard Spaces: A full payment for regular Artist Alley Exhibitor Space is due by **May 22nd, 2026 at 1900hrs (7pm) Mountain Time**.

5.5.1.2 Vendor and Premium Artist Alley Spaces: A 50% deposit on the Vendor and Premium Artist Alley Exhibitor Space is initially due **May 22nd, 2026 at 1900hrs (7pm) Mountain Time**. A 50% deposit for Exhibitors accepted after this date is due within 2 weeks of the acceptance date.

5.5.1.3 Final payments are due by **June 19th, 2026 at 1900hrs (7pm) Mountain Time**. Failure to make payment will be treated as a cancellation from the Exhibitor, and the Exhibitor will forfeit all sums submitted. All other applicants who apply or are confirmed by **June 5th, 2026 by end of day** must be paid in **full** by **June 19th, 2026 at 1900hrs (7pm) Mountain Time**.

5.5.2 Refunds and Cancellations: Any cancellation after **July 15th, 2026 at 1900hrs (7pm) Mountain Time** forfeits all sums submitted to Animethon unless agreed upon by the Director of Site.

5.6 Issued Exhibitor Badges Limits

Maximum number of badges issued will be the following **including** any additional at the cost detailed in **3 - Space**: Artist Alley Regular - three (3); Premium Artist Alley - six (6); Food vendor - eight (8); Vendor - twelve (12).

6. Hours of Operation

EXHIBITOR HALL HOURS OF OPERATION		
Thursday August 6, 2026	09:00 – 20:30	Exhibitor-only access to the Exhibitor Hall for setup.
Friday August 7, 2026	07:30 – 09:45	Exhibitor-only access to the Exhibitor Hall for setup.
	09:45 – 19:30	Exhibitor Hall Public Hours of Operation.
	19:30 – 20:30	Exhibitor shutdown time.
Saturday August 8, 2026	07:30 – 09:45	Exhibitor preparation time.
	09:45 – 19:30	Exhibitor Hall Public Hours of Operation.
	19:30 – 20:30	Exhibitor shutdown time.
Sunday August 9, 2026	07:45 – 10:00	Exhibitor preparation time.
	10:00 – 16:00	Exhibitor Hall Public Hours of Operation.
	16:00 – 20:30	Exhibitor teardown time.

Please note, the dates and times may be subject to change. Only the Director of Site Operations, Assistant Director of Site Operations in the Site Director’s absence, Animethon Chairs, ASAPA Board, the Venue, the Venue’s legal representative, or Fire Marshall can open or close the Exhibitor Hall for any appropriate reason at any time.

7. Load In and Load Out

7.1 All Vendors and Premium Artists are required to load in and load out in the main loading dock on the south side west corner of the building. If you need to enter from the Venue Space or other location, please contact the Exhibitor Team. Directions to the venue and the main loading dock(s) location will be provided prior to the event. The Venue or GES Show Services has final decision on all use of the loading dock and the vehicle driveways on the Venue property outside the loading dock.

7.2 Exhibitor Space pricing includes basic material handling provided by GES Show Services. If you require carts, pallet jacks, forklift services etc. to transport items from the loading dock or storage these items must be handled by GES Show Services during setup and teardown hours as listed: access to storage not contained at the Exhibitor booth during Exhibitor Hall open hours is strictly prohibited without Exhibitor Hall Manager approval. No Exhibitor may bring an outside pallet jack, forklift, or large carts. Small carts and luggage are permitted, given that they have non-marking wheels. Please bring your own ladders/step stools and any tools you require as these are no longer provided by the Event or Venue. **Animethon is not responsible for damage or theft of items in storage.**



7.3 Load-in times **must** be booked through the Dock Coordinator between **July 01st, 2026** and **July 31st, 2026** at **1900hrs (7pm) Mountain Time**, and are first come, first served. **Failure to book a time or show up for your assigned window will result in your load-in window being moved to the next available time slot at the discretion of the Venue/GES.** There is a limited time frame for load-in, therefore the final schedule is at the Dock Coordinator's discretion in accordance with the Venue.

7.4 Those under 18 years of age are prohibited from being present in the Exhibitor's Hall during non-public times, including but not limited to: setup, teardown, morning preparation or evening shutdown times. Special exemptions may be granted to those under 18 years of age or older if submitted to the Exhibitor Hall Manager in writing. CSA-approved footwear must be worn while external display contractors are moving in, through, or out of the Exhibitor Hall.

7.5 Gasoline or diesel-powered vehicles can only be driven under their own power in the loading docks, and any movement of those vehicles in the Halls must be done by being pushed or towed by other power. The dates and times of moving of vehicles in the Exhibitor Space will be at the discretion and direction of the Exhibitors Manager. All rules and regulations of the Venue must be adhered to.

7.6 At this time the Event is unable to guarantee reserved parking to Exhibitors. Should this change we will contact you. If parking becomes available it will be based on a **cost per single vehicle within the parking lot assigned** for four (4) days: the Thursday thru Sunday of the event, inclusive. Until then please make other arrangements as necessary. All rules and regulations of the parking lot will apply. **Animethon is not responsible for any parking violations.**

8. Terms and Conditions

Animethon and the Exhibitor, in consideration of the mutual covenants set forth in the Exhibitors Contract and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, agree to the additional as follows:

8.1 Insurance

The Exhibitor must, at its own expense and without limiting its liabilities under this Contract, ensure that it maintains all required insurance in accordance with the Alberta Insurance Act, R.S.A. 2000, c. I-3. The Vendor must also carry general liability insurance in an amount of not less than \$2,000,000 CAD per occurrence inclusive of bodily injury, death, and property damage, including the loss of use thereof, which is caused by any act or omission of the Vendor, the Vendor's employees, subcontractors or agents, or which could otherwise occur as a result of the Vendor's participation at the Event.

The Exhibitor must, upon demand of Animethon, deliver to Animethon acceptable evidence of insurance, in the form of a detailed certificate of insurance **prior** to the Event.

8.2 Space

8.2.1 Artist Alley Standard Spaces are allowed a maximum of two (2) people inside each Space during the Event. Artist Alley Premium Spaces are allowed a maximum of four (4) people inside each Space during the Event.

8.2.2 Standard Artist Alley table positions may not be altered.

8.3 Shipping and Deliveries

Freight/Shipments can be arranged through GES Show Services.

8.4 Subletting, Space Sharing, Groups, and Secondaries and Representatives

8.4.1 All Artist Alley Spaces must be operated by the Artist who created their art unless they name representative(s) in their application form to represent them. All secondary artists fall under full review by the Exhibitors Team as if they were a part of the primary artist. The representative for the Artist may **not** sell their own works unless listed as a secondary artist with the Exhibitors team. An artist from an Art Studio who is not the creator of art as the Primary or Secondary Artist, but is selling the creator's works, is considered in this contract to be a Representative or Proxy.

8.4.2 An Exhibitor may not have a secondary or other Exhibitor sharing their space who has also been allocated space elsewhere in the Exhibitors Hall without prior written approval of the Exhibitors Team. All artists displaying and/or selling art in all Artist Alley Spaces **must** be listed on the application for that space.

8.4.3 A maximum of two (2) artists may share any Artist Alley space.

8.4.4 An Artist occupying a Premium Artists Space may **not** have Representatives or Proxies, and any secondary artist of a Premium Artist Alley space must be on their application before the application cut off date in **5**.

Sign-up Instruction & Process of Selection.

8.4.5 An Artist occupying a Regular Artists Space may have a Representative or Proxy, and any secondary artist of a Regular Artist Alley space must be on their application before the full payment due date in **5.5.1.1 Artist Alley Standard Spaces**.

8.5 Food and Beverage

8.5.1 Unless requested in writing by **June 19th, 2026**, and approved by Animethon, the Exhibitor shall not provide any food, beverages or consumable items, for sale or otherwise, within the Exhibitor Hall, the Event grounds, or any other facilities used by the Event without prior approval. Additional fees and terms apply for exhibitors who sell food, including Food Vendors.

8.5.2 Exhibitors deemed a Food Vendor may be subject to a Food Vendor Amendment to this Schedule.